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## Chapter 2: Organizations

In Educator Portal, an organization is a multi-level grouping of Educator Portal users and students. Each level of the organization is associated with either a logical or physical structure. For example, many organizations have, at their top level, a state defined by a geographic location. The top level of an organization is divided into logical groups and those groups may be further divided. A common organizational structure is state, districts, and schools.

For organizations that contain multiple states, the top level of the structure is usually consortium. And, in some cases, an organization may also be divided into regions, areas, and buildings.

In most cases, your organization will have already been entered in to Educator Portal. Depending upon your organization and role in the system, you may be able to view, upload and/or manually create organizations.

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## Viewing an Organization

To view an organization, perform the following steps.

1. Log in to Educator Portal.
2. Click the Settings menu.



3. Click the Organization tab.



4. In the Select Action drop-down menu, click View Organization.
5. Select the organization information.



 A search interface titled 'SELECT ORGANIZATION' with the instruction 'Specify organization level and click on search'. It features three dropdown menus for 'STATE:', 'DISTRICT:', and 'SCHOOL:', each with a 'Select' option. A blue 'Search' button is at the bottom left. To the right is a table with columns: Organization, Name, Level, Org Parent, and Org Top Level. The table is empty, and the footer shows 'Page 0 of 0' and 'No records to view'.

6. Click Search.
7. Click once on the organization you wish to view.

 The same table as in the previous screenshot, but now containing one row highlighted in yellow. The footer shows 'Page 1 of 1' and 'View 1 - 3 of 3'.

8. Click the View selected row button.

Organization	Name	Level	Org Parent	Org Top Level
[Blurred content]				



Page 1 of 1
10
View 1 - 3 of 3

Hint: The View selected row button looks like a piece of paper.

9. On the View Record window, review the information.

View Record ✕

**Organization**

**Name**

**Level**

**Org Parent**

**Org Top Level**

**Contracting Organization**

**Start Date**

**End Date**

**Password Expire**

**Expiration Date**

✕ Click to close Detail

**Note: You cannot make changes to the organization information.**

10. Click X to close the window.

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## Changes to the Chapter

The following table lists the changes made to this chapter since the last major release of the documentation.

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**Note: The Page column indicates the page number of the current manual where the change appears.**

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Change Logged	Page	Description of Change
3/3/17	2.4	Removed Upload and Create sections.